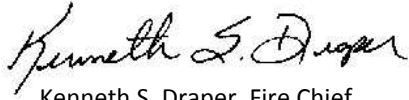
	MARTINSVILLE FIRE & EMS Standard Administrative Guideline	
	SAG NUMBER:	100.010
	SUBJECT:	Code of Conduct
	REVISION DATE:	July 27, 2009
	EFFECTIVE DATE:	September 21, 2000
	SIGNATURE OF APPROVAL:	 Kenneth S. Draper, Fire Chief

I. Purpose:

Martinsville Fire & EMS has a long and rich history of providing professional and courteous services to the citizens of Martinsville, and has earned the trust and respect of those we serve. In addition, it is vital that interactions with our customers are guided by core principles such as honesty and integrity. The purpose of this standard is to outline a Code of Conduct for the department.

II. Scope:

This policy applies to all full and part time personnel of the Martinsville Fire & EMS Department, the Martinsville Volunteer Fire & EMS Department, and the Martinsville Fire & EMS Explorer Post.

III. Responsibility:

The enforcement of this policy will be the responsibility of the Fire Chief, Deputy Fire Chief, Shift Officers, designated executive officers of the Martinsville Volunteer Fire & EMS Department, and the Martinsville Fire & EMS Explorer Post advisors.

IV. Guideline:

- A. As a basic condition of employment, all members have an obligation to conduct their official duties in a manner that serves the public interests, upholds the public trust, and protects the department's resources. To this end, all members have the responsibility to:
 - 1) Perform their duties to the very best of their abilities and in a manner that is safe, efficient, is cost-effective, and meets the needs of the public;
 - 2) Demonstrates integrity, honesty, and ethical behavior in the conduct of all department business;
 - 3) Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with

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vendors, customers, and other individuals doing business or seeking to do business with the department;

- 4) Ensure that all department resources, including funds, equipment, vehicles, and other property, are used in strict compliance with the departments policies and solely for the benefit of the department;
 - 5) Conduct all dealings with the public, City employees and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department;
 - 6) Treat the public and other employees fairly and equitably, without regard to age, race, disability, national origin, political affiliation, religion, gender, sexual orientation, or any other factor unrelated to the department's business.
 - 7) Avoid any behavior that could fall under the definition of misconduct in the disciplinary section of the City Employee Manual.
- B. Officers and supervisors shall set an example for other members and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with the City's policies and practices.